

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Board of Directors Meeting

September 12, 2006

Minutes

WIB voting members present included:

**Vincent Balasco Joseph DesRoches Fred Pendlebury Johan Uvin
Joseph Cannon Raymond Filippone Betty Pleacher Ernie Vergano
Michael Cassidy Paul Harden Paula Santos Kimberly Weiss
Diane Cook Diane Karcz Scott Seaback Richard Westlake
Vanessa Cooley Steve Kitchin Frank Sullivan Steven Wilson
Joseph Crowley Muriel Morrisette Pat Talin
Joseph DeSantis Jane Nugent**

WIB voting members absent included:

**Jeanne Brockway Dorothy Furlong Colleen Odell Darrell Waldron
Peter Koch John Iaderosa Marie Strauss Brian Wallin
Etelvina Leite Joan Lariviere Edward Sneesby
Dorothy Mattiello Paul Ouellette Fred Ricci**

Others in attendance included:

John O'Hare Sharon Petrarca Michael Koback Patrice Cavanaugh

**Mary Demers Sandra Powell Nancy Olson Karen Waters
Mavis McGetrick Jean Severance Maureen Palumbo Arthur Jodoin
Donna Treglia Joanne Soprano Carlos Ribeiro Dottie Miller
Janice Lepizzera**

WELCOME

Chairman Steve Kitchin called the meeting to order at 8:18 a.m.

APPROVAL OF MINUTES of MAY 9, 2006

Joseph Crowley motioned to approve the May 9, 2006 meeting minutes as presented. Joseph DesRoches seconded the motion. The motion was unanimously approved.

APPROVAL OF MINUTES of JUNE 13, 2006

Pat Talin motioned to approve the minutes of the June 13, 2006 meeting as presented. Ernie Vergano seconded the motion.

Discussion: Betty Pleacher noted that she was present at the meeting, and made a motion to amend the minutes to reflect that she was present.

The Chairman called the vote to approve the minutes as amended. The motion was unanimously approved.

CHAIRMAN'S REPORT

Chairman Kitchen reported that he and several board members attended Senator Reed's Business Day in Washington DC on September 6th. He noted that the agenda included speeches by a number of senators and congressmen, and that the presentations were impressive and informative. He also noted that he was impressed with the bi-partisan cooperation and respect displayed by all the legislators and speakers and stated that he felt that the negative image presented by the media was not always accurate. He went on to discuss WIA Reauthorization briefly and noted that Senator Durbin had reversed his position on the Faith Based Initiative issues, which might allow it to go to committee for a vote. Chairman Kitchen added that he regretted informing the board members that the PY '07 WIA formula funding allocation was approximately \$900,000 less than the prior year. He stated that the committee would receive more information in the ensuing budget and committee reports.

DIRECTOR'S REPORT

Governor's Workforce Board RI Update:

Michael Koback reported on recent activities of the Governor's Workforce Board (GWBRI). He informed the members that the GWBRI had awarded grants to four organizations who responded to the Round One Request for Proposals (RFP) for the Industry Partnership Initiative. He added that a second round RFP had been issued and

proposals were due September 22nd. He noted that four partnerships were funded in the first round; two in the Health Care Industry, and one each in Manufacturing and Information Technology. He added that the second round sought proposals from Hospitality & Tourism, Financial Services, Construction and Biotechnology.

Director Koback stated that the GWBRI had also funded two successful youth programs over the summer, and added that the GWB had approximately \$10,000,000 for workforce development programs in the coming year.

Mr. Koback added that the RI Youth Forum, a multi-agency group, had competed nationally in the 'Youth Shared Vision' Initiative. He reported that RI had been selected as one of the 16 states to receive technical assistance and eventually participate in a competitive bid to be selected as one of 5 states that would potentially receive funding to carry-out the strategies they developed.

PY '05 WIA Performance

Mike Koback reviewed the first page of the report which was the Service Report and noted that the WPGRI had exceeded planned service levels and explained that the numbers included carry-in numbers as well. He then reviewed the second page, the WIA Performance Report adding that the organization had met or exceeded all of the categories except "Participant Satisfaction" which was narrowly missed. Diane Cook asked how the performance

compared to PY '05 and other members asked why this number was low. Donna Treglia, of the RI State Workforce Investment Office (SWIO) added that the category relied on the success of the follow-up contact results which were traditionally difficult to ascertain. Mike Koback stated that he felt that the performance overall was very good and he credited the netWORIKri One Stop System for their good work.

Director Koback referred to the marketing packet in the member folders. He noted that the Cote & D'Ambrosio contract was still active and that they had continued to promote the WPGRI when possible. He reviewed the press releases and photos of the annual meeting and the Biotech Teacher training project and asked Vanessa Cooley to comment on the project. Vanessa stated that over 22 teachers had participated and that the project was only a first step in developing biotech training for RI High Schools. She added that more activities such as curriculum development were to follow. Mike added that he was particularly impressed by the collaboration involved that made the project possible by leveraging education funding with H-1B Biotech Grant funds.

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE

WIA PY '06 Modification:

Chairman Kitchen stated that the reduction in WIA formula funding impacted the WIA Two Year Plan. He asked Mike Koback to review the modification. Director Koback referred to the Executive Summary of the PY 06 Modification that was in the members' folders. He reviewed the modification and explained that he had transferred the maximum amount of 20% of Dislocated Worker funds into the Adult funding pool in an attempt to balance the funds available for the different populations. Mike also noted that a high percentage of the funds would go to services as administrative costs were reduced.

Chairman Kitchen went on to say that at the September 8, 2006 meeting, the Executive Committee had reviewed the PY'06 Modification and had voted to recommend it for approval to the full board.

Discussion ensued: Paula Santos asked how the recent lay-off of Paramount employees would impact the WPGRI Dislocated Worker funding, and Vanessa Cooley asked about the employees of the Brooks Drug Store chain. Kim Weiss explained that there was a Rapid Response meeting scheduled for this morning to meet with the Paramount employees. She added that some funds may come from Trade and that the Department would probably submit a request for a National Employment Grant (NEG) to secure additional funds for services due to the large amount of employees

Diane Cook stated that as much as she understood that a reduction in

funds would result in a reduction of services she asked if the netWORKri had experienced an increase or decrease in demand over the last year. Sandra Powell added that there had been an increase in demand from 25 thousand to about 30 thousand customers; however she stated that the increase was not related to customers who had requested training.

Vanessa Cooley motioned to approve the WIA PY06 Modification as presented. Pat Talin seconded the motion. The motion was unanimously approved.

PY '06 Budget

Michael Koback stated that the review of the budget followed as it was driven by the plan. He asked Finance Committee member Ernie Vergano to present the PY '06 Budget. Mr. Vergano noted that the report included two spreadsheets. He referred to the sheet entitled the "Program Year 2006 Financial Status" and reviewed the budget allocations explaining that because they were housed within the DLT , the WPGRI operational costs were based on shared departmental percentages of staff salary and fringe, and would therefore not appear as line items as they had in the past.

Mr. Vergano then reviewed the second sheet, the PY '06 Budget, and noted a correction to the H-1B 'external available' total. Jane Nugent asked if any new funds were received for the H-1B grant, and Mr. Koback responded that none had been received but that the grant

period had been extended to December 2007. Mike Koback added that he was pleased to note that the balance of external un-obligated funds was very low, and commended the netWORKri staff for maximizing the delivery of services.

Chairman Kitchin stated that at the September 8, 2006 meeting, the Executive Committee had reviewed the PY '06 Budget and had voted to recommend it for approval to the full board.

Pat Talin motioned to approve the WPGRI PY '06 Budget as presented. Ray Filippone seconded the motion. The motion was unanimously passed.

WIA One Stop Agreement

Director Koback referred to the WIA One Stop Service Agreement noting that he was pleased to report that the funding allocation was only reduced by twenty five thousand (\$25,000) compared to the PY '05 allocation. Director Koback reviewed the service levels included and the carry-in numbers. Paul Harden asked how much the WPGRI contributed to participants funded by Trade, and Mike answered, the WPGRI share is the maximum amount allowed, which is \$4,000.

Chairman Kitchin stated that at the September 8, 2006 meeting, the Executive Committee had reviewed the WIA One-Stop Agreement for a total of \$775,000 and had voted to recommend it for approval to the full board.

Joe Crowley motioned to approve the WIA One-Stop Agreement as presented. Pat Talin seconded the motion. The motion was unanimously passed.

WIA Corporate Agreement

Director Koback explained that two staff members were not DLT employees, but were corporate staff. He stated that the WIA Corporate Agreement was necessary to support a portion of salaries, fringe of those staff members, as well as some board activities. He went on to say that the 'PY '06 agreement totaled \$81,952, which was substantially less than last year's agreement of \$144,000.

Chairman Kitchin stated that at the September 8, 2006 meeting, the Executive Committee had reviewed the WIA Corporate Agreement and had voted to recommend it for approval to the full board.

Pat Talin motioned to approve the WIA Corporate Agreement as presented. Paul Harden seconded the motion. The motion was unanimously passed.

YOUTH COUNCIL

Frank Sullivan, Youth Council Chair, stated that Joe Cannon had expressed interest in becoming a member of the Youth Council. He also stated that he had been attending the GWB Youth Development Committee meetings and referred to the Youth Shared Vision Grant

project. He asked Carlos Ribeiro to explain the project and Carlos explained some of the plans to provide youth services through the One Stop centers.

Sandra Powell added that the initiative include a multi-state agency approach to serve the most difficult to serve youth, and that Rhode Island was one of 16 states to receive technical assistance from the Department of Labor and compete to be nominated as one of 5 Pilot States for future funding. Mike Koback reminded the board that they had approved a waiver request to allow WPGRI to consider providing youth services through the One Stop System.

Chairman Steve Kitchin stated that Joe Cannon's nomination to the Youth Council required a vote by the board.

Frank Sullivan motioned to nominate Joe Cannon as a member of the WPGRI Youth Council. Pat Talin seconded the motion. The motion was unanimously passed.

BOARD DEVELOPMENT COMMITTEE

Chairman Kitchin noted that Board Development Committee Chair, Paul Ouellette, was on vacation, but that as Board Chair he wanted to congratulate the committee and staff on the success of the Annual Board meeting. He also stated that there were currently two open seats on the board, the DLT Title 1 representative, and a Private Sector seat due to the recent resignation of Brian Wallin, Kent County

Hospital. He explained that Brian's increased responsibilities made it impossible for him to participate. He added that he felt it was important to seek another representative from the health care industry. He also stated that he thought that no new nominations would be considered or appointed until after the November '06 elections.

PROGRAM QUALITY AND PERFORMANCE COMMITTEE

Committee Chair Richard Westlake reported that the committee was scheduled to meet in the next few weeks to review the quarterly reports and discuss the netWORKri reports and services. He added that the meeting date was September 23rd, and that he would update the board at the next meeting.

PROGRAM DEVELOPMENT & EVALUATION COMMITTEE

Paul Harden, Chair, reported that the Employee Investment grant Program (EIG) had ended on August 31st, with all training grant activities ending on June 30, 2006. He reviewed the spreadsheets included in the packets and noted that un-obligated funds were returned to the HRIC.

Paul also mentioned that the H-1B Biomanufacturing/Biotechnology training initiative grant was progressing well, with a total of 13 company partners and a good amount of training taking place. Dottie Miller added that she was pleased with the extended grant period to allow more of the funds to be applied to training.

OLD BUSINESS

Steve Kitchen asked if there was any new business to discuss. There being none he moved on.

NEW BUSINESS.

Chairman Steve Kitchen stated that the 2007 Board meeting schedule was included in the members' packets. He asked the members to reserve the meeting dates. He added that there were two meetings scheduled for 2006, on October 11 and November 15. He asked members to reserve those dates as well, but added that there if there were no agenda items, they would be cancelled.

He also stated that committees should be scheduling their meetings, and noted that the Executive Committee meetings were scheduled for the first Wednesday of the month, preceding the board meetings scheduled for the second Tuesday.

There being no further items, Chairman Kitchen asked for a motion to adjourn.

Joe DesRoches motioned to adjourn the meeting. Pat Talin seconded. The motion was unanimously passed.

The meeting adjourned at 9:20 AM.

Respectfully submitted,

Dottie Miller

Workforce Partnership of Greater RI